



CITY OF HOUSTON

Job Posting

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Applications accepted from:

Job Classification

Posting Number

Department

Division

Section

Reporting Location

Workdays & Hours

ALL PERSONS INTERESTED

Assistant Shop Manager

PN# 112527

Houston Fire Department

Fleet Management

Ambulance Shop

1205 Dart

M – F, 7 a.m. – 3 p.m.*

*Subject to change

9

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Sets daily task for mechanics. Direct and manage process, minimize OT. Keep a high sense of urgency, quality, and customer service for the oldest repairs. Keep your customers abreast of repair progress in waiting lobby. Eliminate or elevate obstacles and issues as soon as they arise. Maintain current and accurate daily/monthly reports pertaining to personnel, vehicle status, door sheets, PM's & overtime for your area. Maintain necessary logs and prepare reports pertaining to your area of responsibility. Attend meetings. Build & develop your team by conducting performance evaluations and interviewing new hire candidates. Recommend necessary training to enhance technical skills and self-sufficiency for your area. Confront issues as they occur and hold your employees accountable. Insist on good housekeeping through a clean as you go work ethic. Develop best practices to insure team members are aware of occupational hazards and safety precautions. Inspects and recommends repair/replacement tools and equipment. Maintains accountability of tools/equipment assigned to workplace. Performs other duties as assigned by Directors.

10

WORKING CONDITIONS

The position involves considerable physical exertion, such as regular climbing of ladders, lifting of heavy objects e (up to 80 pounds) on a highly frequent basis and/or assuming awkward positions for long periods of time. There are occasional exposures to extreme levels of temperature, air & noise pollution, chemical gases and substances, and/or contagious diseases or physical trauma conditions of a short-term disabling nature, such as broken bones or temporary loss of sight or hearing.

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MINIMUM EDUCATIONAL REQUIREMENTS

Requires an Associate's Degree in Automotive Technology or certification/licensing in an automotive technology program of over 18 months (i.e., NIASE).

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MINIMUM EXPERIENCE REQUIREMENTS

Four (4) years of experience in motor vehicle maintenance and repair are required. Technical automotive experience may be substituted for the above education requirement on a year-for-year basis.

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MINIMUM LICENSE REQUIREMENTS

Valid Texas Driver's License and compliance with the City of Houston policy on driving (AP 2-2).

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PREFERENCES

Preference will be given to those candidates with experience at managing Ambulance maintenance.

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SELECTION/SKILLS TESTS REQUIRED

None

However, the Department may administer a skill assessment evaluation.

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SAFETY IMPACT POSITION

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

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SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range - Pay Grade 20

\$1,151.00 - \$1,643.00 Biweekly \$29,926.00 - \$42,718.00 Annually

18

OPENING DATE

August 16, 2006

19

CLOSING DATE

Open Until Filled

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APPLICATION PROCEDURES

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 247-8701. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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